



DWD Issuance 03-2009

Issued: October 14, 2009
Effective: October 14, 2009

Subject: Career Assistance Program (CAP) Transportation Related Expense (TRE) Policy

1. Purpose: To provide CAP case managers a revised policy regarding the TRE for Temporary Assistance (TA) recipients.
2. Background: Transportation Related Expense (TRE) payments are made to TA recipients to enable them to participate in countable work activities. To be eligible for a payment, he/she must be a “new” recipient that will fully participate, or be an existing recipient that is fully participating. The recipient must have a need and incur a cost.
3. Substance: Attached is the TRE policy. Significant elements include:
 - Description
 - Up-Front Payments
 - Fully Participating
 - Incurs a Cost
 - Demonstrates a Need
 - Other Limitations
 - Authorizing TRE Payments
 - TRE Payment Methods
 - Post-Employment TRE Payments
 - Alternative Transportation Methods in Lieu of TRE Payments
 - Local TRE Policies
4. Action: Effective October 26, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. The revised “TRE” policy is effective upon receipt of this policy issuance and replaces the current “TRE” policy located in the “Recipient Policies” section of the CAP policy manual.

5. Contact: Questions or comments regarding this issuance should be directed to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or susan.petersen@ded.mo.gov
6. Reference: Department of Health and Human Services (HHS), Final Rule, 45 CFR Parts 261, 262, 263, and 265, in the Federal Register on Tuesday, February 5, 2008.
http://www.acf.hhs.gov/programs/ofa/law-reg/law_index.html
7. Rescissions: Current “TRE” Policy
8. Attachments: #1 CAP TRE Policy and Toolbox 2.0 Instructions



Julie Gibson
Director